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The attached minutes of the Mason Transit Authority regular meeting held on the 17th day of October, 2023 were approved by the Mason Transit Authority Board, by motion, on this 21st day of November, 2023.

John Campbell, Chair

DocuSigned by:
Eric Onisko
Eric Onisko, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
Cyndy Brehmeyer, Authority Member

DocuSigned by:
Wes Martin
Wes Martin, Authority Member

DocuSigned by:
Randy Neatherlin, Authority Member

John Sheridan, Authority Member

Kevin Shutty, Authority Member

Sandy Tarzwell, Authority Member

DocuSigned by:
Sharon Trask
Sharon Trask, Authority Member

ATTEST: DocuSigned by: Tracy Becht DATE: 11/28/2023
Tracy Becht, Clerk of the Board

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Mason Transit Authority
Minutes of the Regular Board Meeting
October 17, 2023
Virtually and at
Mason Transit Authority's
MTA Belfair Park & Ride
Conference Room
25250 NE SR 3
Belfair

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**
   Authority Voting Board Members Present at Belfair: John Campbell, Chair, Wes Martin, Kevin Shutty, and Sharon Trask.

   Authority Voting Board Members Present via WebEx: Eric Onisko, Vice Chair, Randy Neatherlin and John Sheridan. **Quorum met**.

   Authority Voting Board Members Not Present: Cyndy Brehmeyer and Sandy Tarzwell.

   Authority Non-voting Board Member Not Present via WebEx: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

   Citizen Advisor to the Board Present at Belfair: John Piety

   MTA Staff present at Belfair: Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; Jason Rowe, Operations Manager; Tyler Hildebrandt, Technical Support Analyst; and Tracy Becht, Clerk of the Authority Board.

   Others Present at Belfair: Herb Gerhardt.

3. **PUBLIC COMMENT** – Mr. Gerhardt praised Board Chair John Campbell for all of his years of dedicated service to the Board. Mr. Gerhardt also praised MTA's Citizen Advisor to the Board, John Piety, for all of his years of service and faithful attendance at the meetings. Mr. Gerhardt also expressed his appreciation of MTA's Van Grant program so that the citizens continue to receive benefits from the grant recipients. He also mentioned that in the past he was also an MTA Board member.

4. **APPROVAL OF AGENDA**

   Moved that the agenda for the October 17, 2023 Mason Transit Authority (MTA) regular board meeting be approved. **Shutty/Trask. Motion carried.**

5. **EXECUTIVE SESSION**.

   The Board Chair called the Executive Session pursuant to RCW 42.30.110(1)(i) relating to a

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potential litigation at 4:05 p.m. The voting and non-voting Board members, together with Cedric Adams of WSTIP, Amy Asher, General Manager and Jason Rowe, Operations Manager, were requested to remain in the room and all other staff and were excused from the room. The Board Chair indicated that the Executive Session would be for 10 minutes, until 4:15 PM. At 4:15 p.m. the Board Chair announced that the Executive Session would be for another 10 minutes.

RESUME OPEN SESSION: The Board Chair announced that the Executive Session was closed and the open public meeting resumed at 4:28 p.m.

6. CONSENT AGENDA

Moved to approve Consent Agenda items A through C as follows:

A. September 19, 2023 MTA regular Board meeting minutes.
B. Payments of September 1 through September 30, 2023 financial obligations on checks#37866 through 37957, as presented for a total of $658,358.49.
C. Approve Resolution No. 2023-12 that authorizes the disposal of surplus vehicles.

Neatherlin/Onisko. Motion carried.

7. ACTION ITEMS –NEW BUSINESS

A. Request for Approval of Capital Budget Adjustment. Amy Asher, General Manager, shared with the Board how the cutaway bus market has been unpredictable over the past three years. She indicated that the cutaways that were not expected to arrive until 2024 will now be delivered to MTA in December 2023. Due to that accelerated delivery date, Ms. Asher is requesting a 2023 Capital Budget Adjustment in the approximate amount of $681,000 to pay for the vehicles when they arrive in 2023. She indicated the vehicles will be paid for entirely by State Grant Funds from the Paratransit Special Needs Formula program. **Moved** that the Mason Transit Authority Board amend the 2023 Capital Budget by $681,000 for the purchase of four cutaway buses arriving in 2023, rather than 2024. **Shutty/Trask. Motion carried.**

8. DISCUSSION ITEM–NEW BUSINESS

- **Budget; First View of 2024 Budget**. Ms. Asher, General Manager, brought forward the first view of the 2024 Budget and described that the budget at this viewing is a high overview as MTA's Finance Administrator went on leave and then resigned. The Operations Manager, Facilities and Fleet Maintenance Manager, and Technical Support Analyst are still in the process of pulling together cost estimates for 2024. In previous years, sales tax estimates were made on a very conservative basis, where the estimates for 2024 are made to be more in alignment with expectations. Staff is anticipating 4% sales tax revenue over 2023 as well as $7/gal for fuel as there is uncertainty with current global events and the effect on the gas and oil industry. Staff also anticipates increasing from 42 to 45 FTEs as was set forth in MTA's Transit Development Plan. MTA is aiming to hire 42 FTEs for drivers as a beginning, as well as add 1 additional FTE for training. Staff would like to increase its training hours and refresher training for its

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Drivers. Currently there is a 50% success rate in the Driver training classes. She has also included a 4% increase in non-represented staff to obtain and retain high quality talent at MTA. Additionally, there is provision as provided in the contracts of the represented staff, such as 4% for the Maintenance staff and 5% for the drivers. Also included is an increase in property insurance now that MTA has more properties to be covered. Other miscellaneous items are:

- **Johns Prairie Alarm Systems**: The current alarm system was installed in 1984.
- **Computer Server Room**: The air conditioner to keep the server room cool needs to be replaced.
- **Second HVAC System at JP**: The second HVAC system needs to be replaced to keep the tenant/leased areas of JP cool.
- **Fuel Tracking**: The tracking system needs to be upgraded.
- **Propane Training Kits**: These are needed as MTA begins receiving the propane fueled cutaways.
- **Automatic Gates**: The engines that move the gates need to be replaced and the pavement resealed.
- **T-CC Repairs**: There have been leaks onto the gym floor as well as some issues with the flooring.

9. STAFF AND INFORMATION REPORTS:

No review presented by Staff of the reports.

9. COMMENTS BY BOARD:

- Board member Sheridan asked about the process of the consent agenda which was reviewed.
- Commissioner Shutty suggested that Ms. Asher connect with Loretta Swanson regarding the County's Transit Improvement Plan.

10. UPCOMING MEETING

Mason Transit Authority
Regular Meeting
November 21, 2023 at 4:00 PM
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

Moved that the meeting be adjourned.

11. ADJOURNED: 4:56 PM